Lifegroups

Toolbox User Manual

The Lifegroup Toolbox is a tool that was developed with you in mind. It is accessible from your computer or your mobile device. You can save the Lifegroup Toolbox sign in page as a bookmark for easy accessibility wherever you are.

This tool helps you fulfill all of the following Lifegroup Leader responsibilities.

1. **CREATE** your group profile
2. **INVITE**, **RESPOND** and **COMMUNICATE** with lifegroup participants
3. Identify a potential **APPRENTICE**
4. Look for opportunities to **CARE** for others
5. **DEVELOP** yourself

River Valley Church wants to equip you for success as you lead your groups. Thank you for taking the time to review this manual to learn more about the Lifegroup Leader Toolbox and how to use it to facilitate being a Lifegroup Leader. It is designed to give you a detailed explanation and instruction on how to perform various tasks in the Lifegroup Leader Toolbox.

If you have any questions about the content of this manual, please contact the Connections Team at lifegroups@rivervalley.org.

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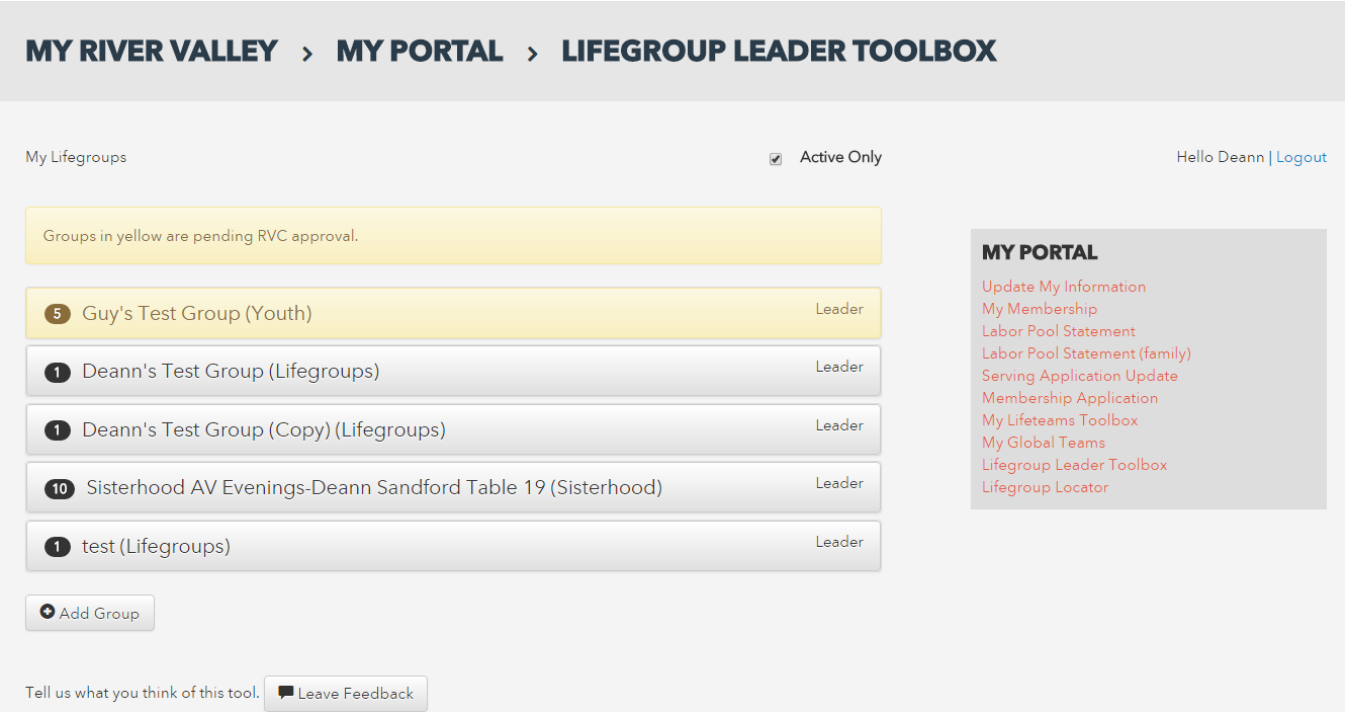
Logging In and Viewing Your Lifegroups

The first step to using the Lifegroup Leader Toolbox is to login. Only approved Lifegroup leaders have access to the toolbox. It uses your unique user id and password. This is the same user id and password that you would use to login to the church website to register for events, manage your online giving, join Lifeteams or view your Global Teams information. If you do not remember your login information, there are links for forgotten login ID and/or password.

To login to the Toolbox, use the following steps:

1. Go to **https://my.rivervalley.org**
2. Enter your personal **User Name** and **Password** and click on the **Sign In** button.
3. In **My Portal**, click on **Lifegroup Leader Toolbox**. A screen similar to the one below will be displayed with all of the Lifegroups you are the designated leader or coach of:


MY RIVER VALLEY › MY PORTAL › LIFEGROUP LEADER TOOLBOX
My Lifegroups
Active Only
Hello Deann | Logout
Groups in yellow are pending RVC approval.
5 Guy's Test Group (Youth) Leader
1 Deann's Test Group (Lifegroups) Leader
1 Deann's Test Group (Copy) (Lifegroups) Leader
10 Sisterhood AV Evenings-Deann Sandford Table 19 (Sisterhood) Leader
1 test (Lifegroups) Leader
Add Group
Tell us what you think of this tool.
Leave Feedback
MY PORTAL
Update My Information
My Membership
Labor Pool Statement
Labor Pool Statement (family)
Serving Application Update
Membership Application
My Lifeteams Toolbox
My Global Teams
Lifegroup Leader Toolbox
Lifegroup Locator

If you do not see any groups, you most likely are a new Lifegroup Leader and have not yet been the leader of a group. To create a new group, see page:

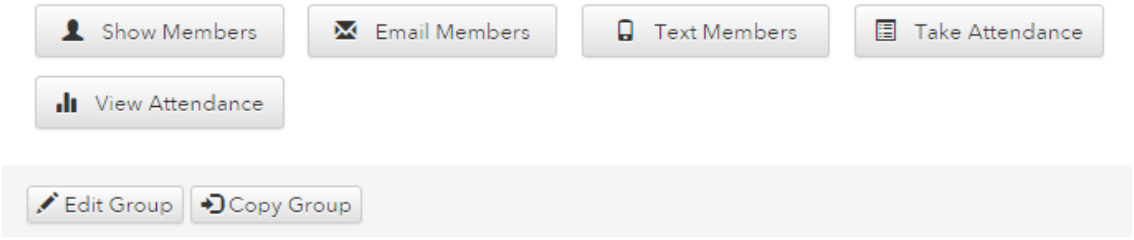
Lifegroups that have not yet been approved will be shown in yellow.

The number in the circle 4 indicates how many individuals are members of the Lifegroup. The *Category* of lifegroup you chose when creating the group will be shown in parenthesis. See page for more information about Categories.

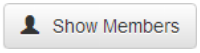
Working with a Lifegroup

The Lifegroup Leader Toolbox provides you with easy to use tools to see who is a member of your Lifegroup, request to add a new Lifegroup member, change basic demographics of your Lifegroup members, email your Lifegroup members, text your Lifegroup members, and take attendance after each time your Lifegroup meets**.**

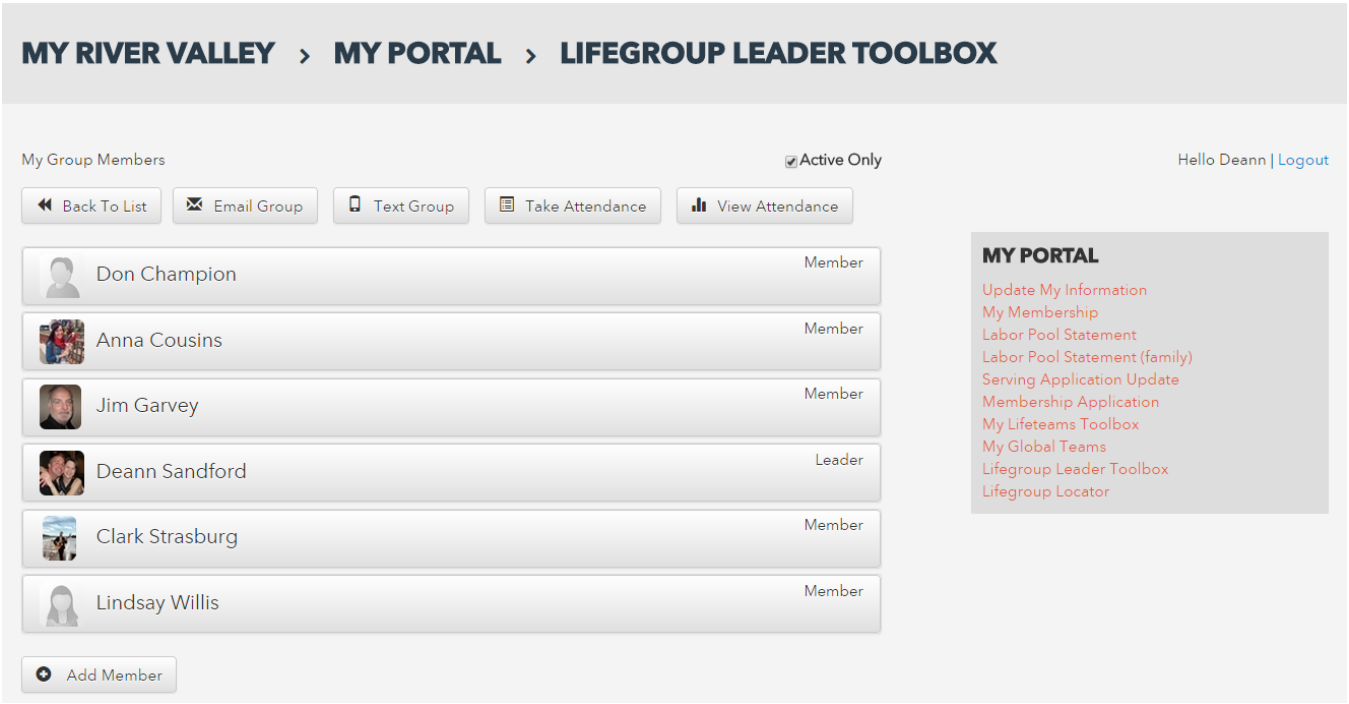
To see the tools available to use, click on the Lifegroup name. The following bar will be displayed under the Lifegroup name:



Viewing your Lifegroup Members

To see a list of the members of your Lifegroup, click on the 

button. A screen similar to the one below will be displayed with all of the members of your Lifegroup:

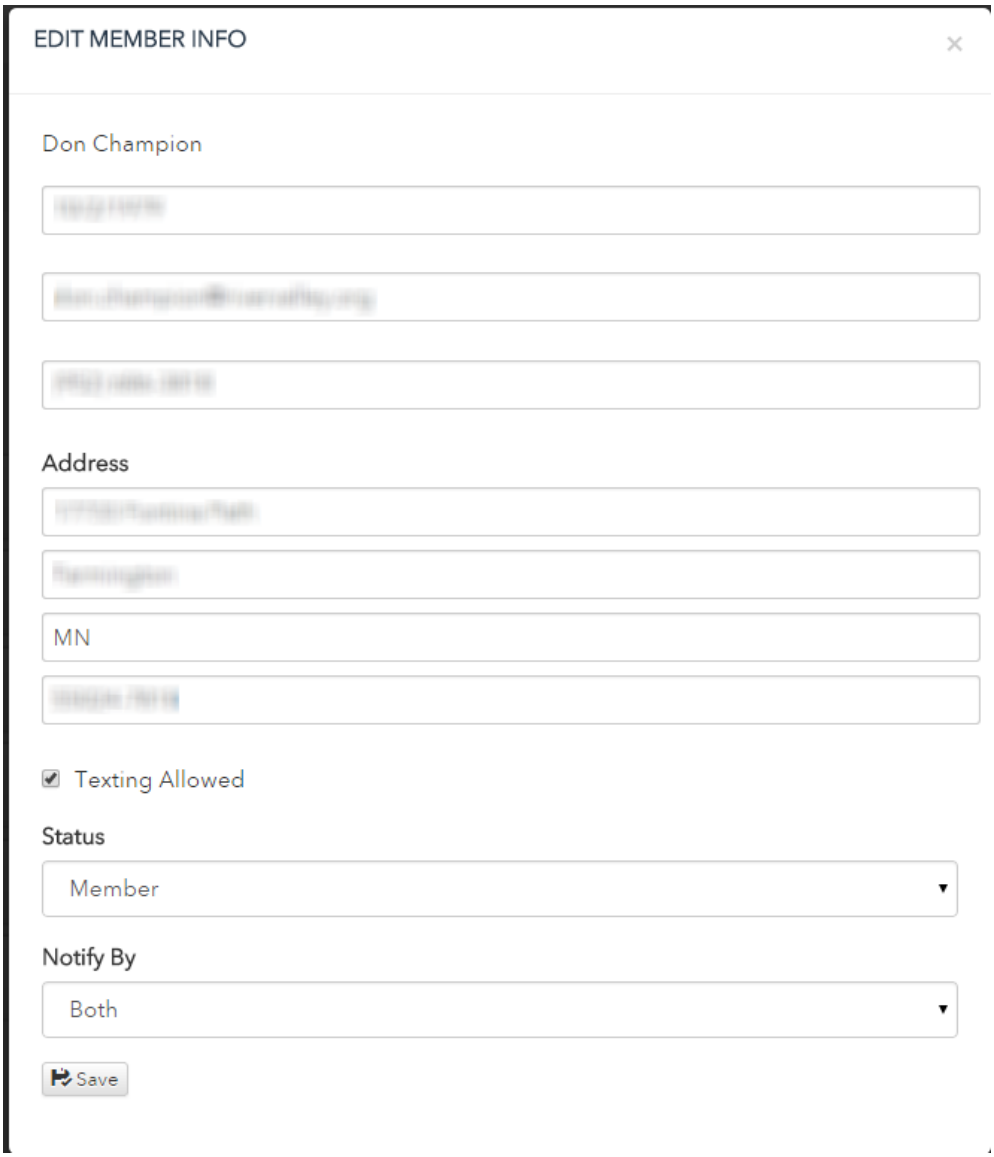


By default, only active, connected members of your Lifegroup are shown. To see inactive members (if there are any), deselect the checkbox next to Active Only.

Within the My Group Members List, you can view details of each individual member of your Lifegroup by simply **clicking on the Lifegroup members name** (blurred for privacy within this manual). If you click on their email address, you can send an email from your email program to that individual. The speech bubble next to the phone number indicates that you can also text this individual.

Editing Member Contact Information

To edit basic contact information, to enable or disable texting for a member of your Lifegroup, or change preferred notification method, click on the Edit button. The following screen will be displayed:

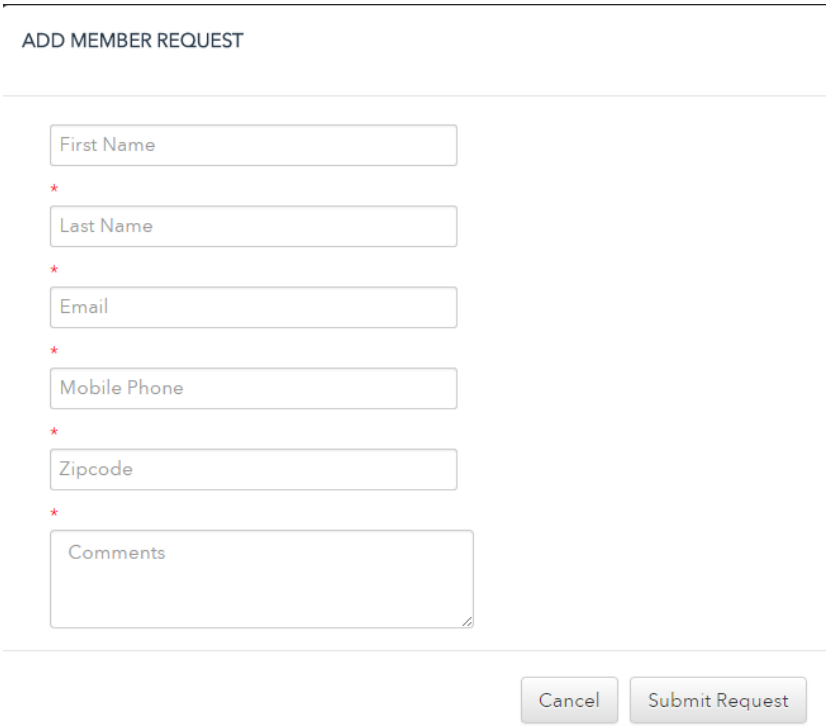


Enter the correct information and click on Save.

Add a Member to Your Lifegroup

When you have an individual you would like to add to your Lifegroup, you can submit a New Member Request to Lifegroups. To create a New Member Request, use the following steps:

1. **Login** to the Lifegroup Leader Toolbox and click on the **appropriate Lifegroup name**.
2. Click on the **Show Members** button.
3. Click on the Add Member button. The following screen will be displayed:



4. Enter the **First Name, Last Name, email, phone number, zip code** and any **comments.**
5. Click on Submit Request. The person will be added to your group within one business day.

Inactivating a Member of Your Lifegroup

When a person is no longer attending your Lifegroup, you can inactivate them so they no longer show up as an active, connected member of your team. To inactivate a member of your team, use the following steps:

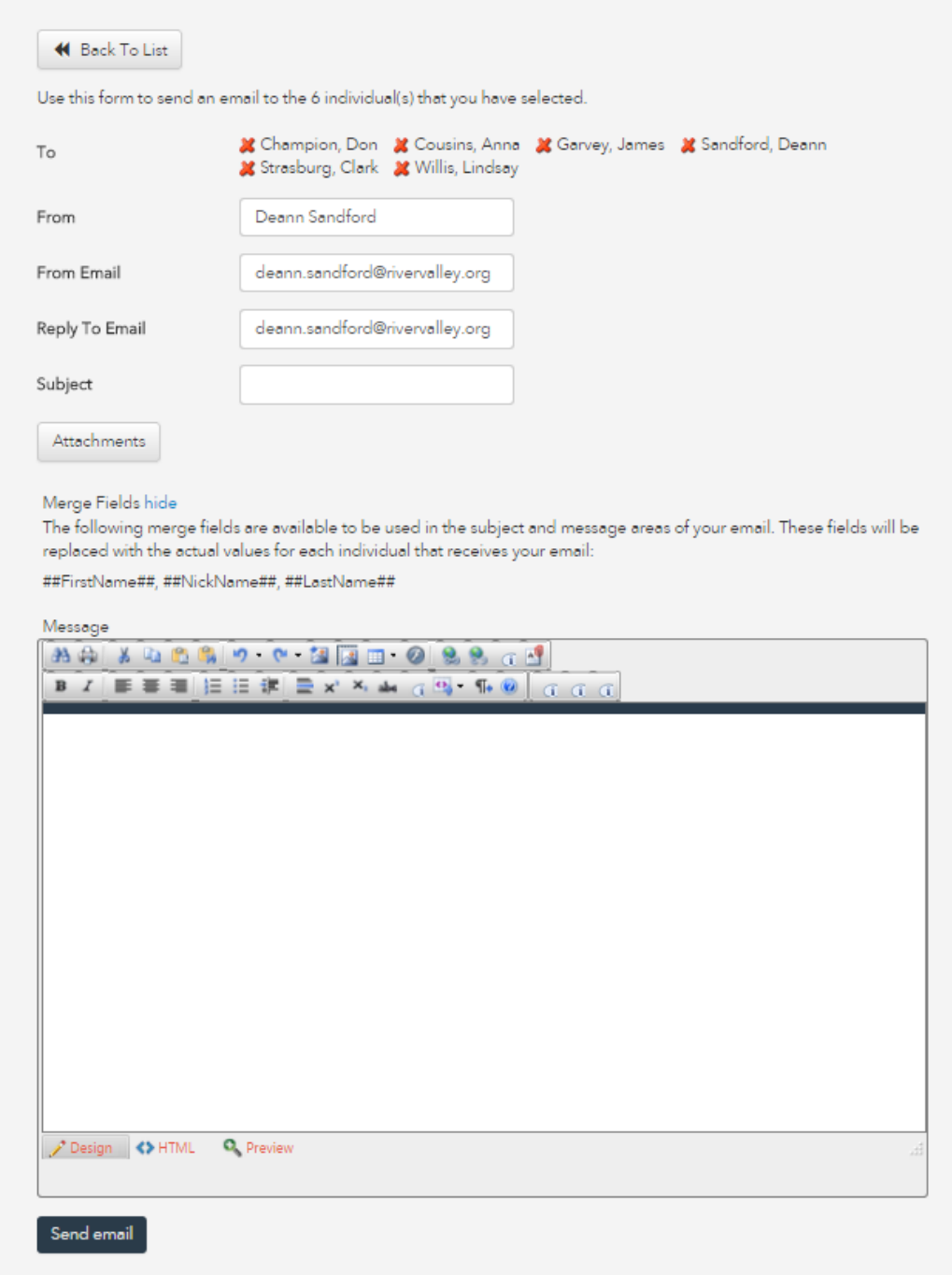
1. **Login** to the Lifeteams Toolbox and click on the **appropriate team name.**
2. Click on the **Show Members** button to show the members of the team.
3. Click on the **name of the person** you wish to inactivate.
4. Click on the Edit button.
5. Under **Status**, click on the dropdown arrow and select **Inactive**.
6. Click on **Save.**

Sending an e-mail to your Lifegroup

The Lifegroup Leader Toolbox provides an easy to use email program to communicate with your Lifegroup. Use this to send out meeting reminders or updates and prayer requests from your Lifegroup.

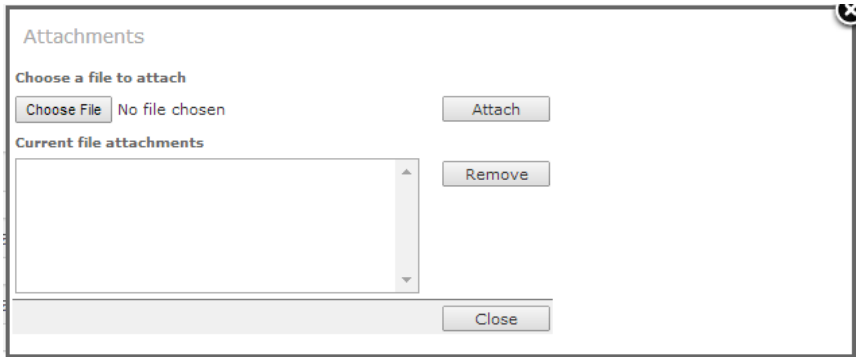
To send an e-mail to your Lifegroup use the following steps:

1. **Login** to the Lifegroup Leader Toolbox and click on the **appropriate Lifegroup name**.
2. Click on the Email Members button. A screen similar to the following will be displayed:



NOTE: By default, every Lifegroup member is included in the email. To take an individual off the list, click on the red x next to their name.

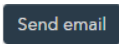
1. In the **Subject** line, type your email subject.
2. In the email body**, type your message**. **NOTE**: if you would like the email to be personalized for each recipient, you can use the fields ##FirstName##, ##NickName##, and ##LastName##. The person's information will be used in place of the fields.
3. If you have any attachments to add, click on the **Attachments** button. The following screen will be displayed:



   a. Click on the **Choose File** button.
   b. **Find the file** on your computer and click on the **Open** Button.
   c. Click on the **Attach** button.

      ** If you have more than one file to attach, repeat steps a-c.

   d. Click on **Close**.

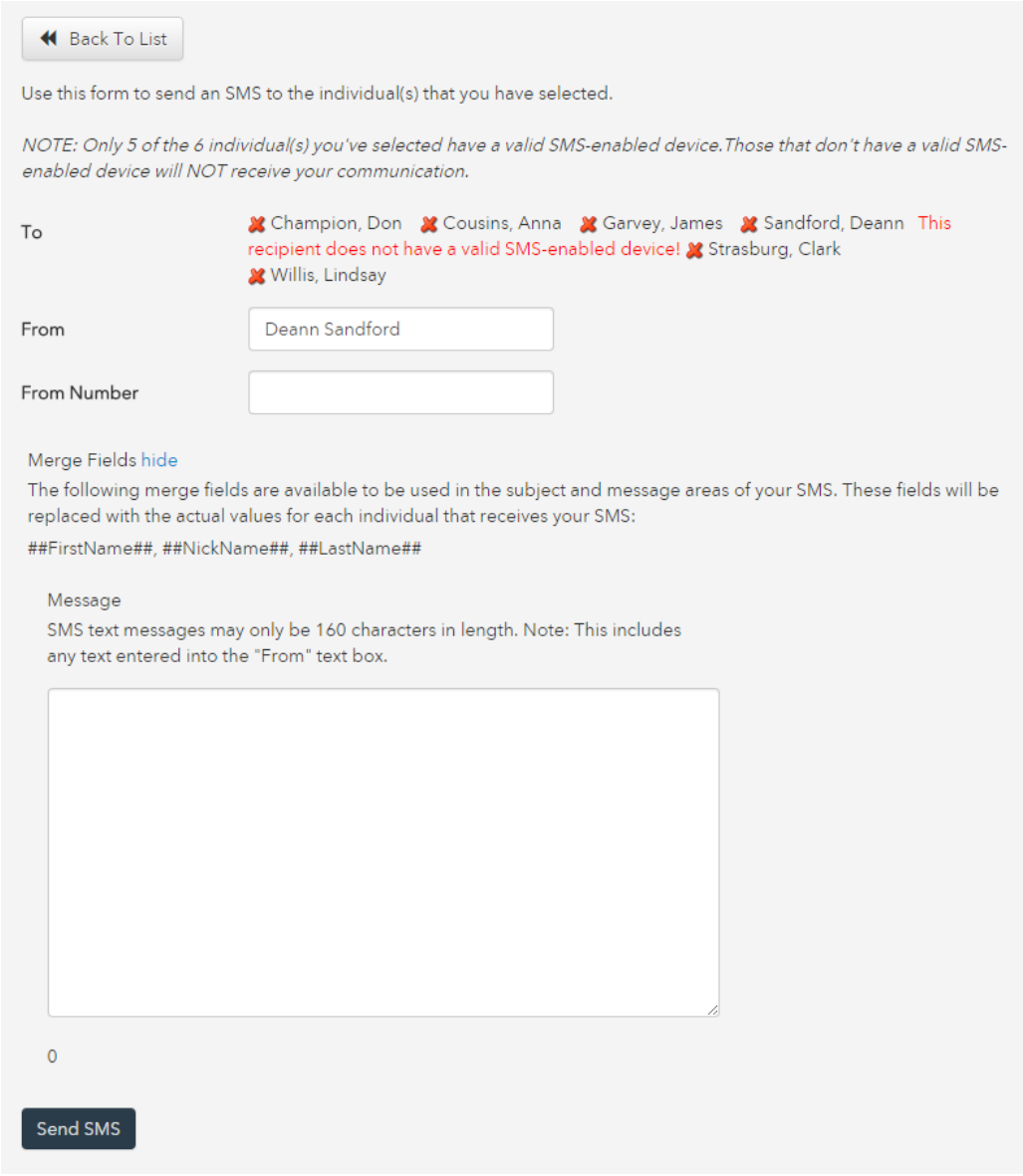
4. Click on the 

button to send your e-mail.

Send a Text Message to Your Lifegroup

To send a one-way text message from your computer or cell phone, use the following steps:

1. **Login** to the Lifegroup Leader Toolbox and click on the **appropriate Lifegroup name**.
2. Click on the Text Members button. A screen similar to the following will be displayed:


Back To List
Use this form to send an SMS to the individual(s) that you have selected.
NOTE: Only 5 of the 6 individual(s) you've selected have a valid SMS-enabled device.Those that don't have a valid SMS-enabled device will NOT receive your communication.
To
Champion, Don Cousins, Anna Garvey, James Sandford, Deann This recipient does not have a valid SMS-enabled device! Strasburg, Clark
Willis, Lindsay
From
Deann Sandford
From Number
Merge Fields hide
The following merge fields are available to be used in the subject and message areas of your SMS. These fields will be replaced with the actual values for each individual that receives your SMS:
##FirstName##, ##NickName##, ##LastName##
Message
SMS text messages may only be 160 characters in length. Note: This includes any text entered into the "From" text box.
0
Send SMS

Note: If the individual does not have a valid SMS-enabled device, you will see the following next to their name: This recipient does not have a valid SMS-enabled device! These individuals will ***not*** receive your text message. If you know that they can receive text messages, you can edit their information to enable texting. See page 4, Editing Member Contact Information, to see steps to enable texting.

3. **Enter your text message** (up to 160 characters in length including text in the “From” box).
4. Click on the Send SMS button to send your text message.

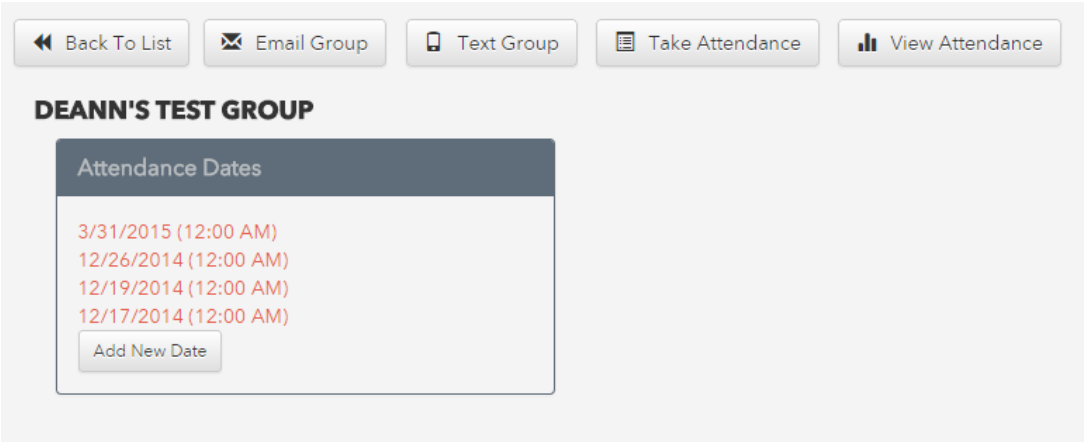
Taking Attendance after Your Lifegroup Meets

After your Lifegroup meets, you should take and report attendance. Taking attendance only takes a few minutes and is a vital part of how we measure the growth and impact of Lifegroups at River Valley Church and in our community.

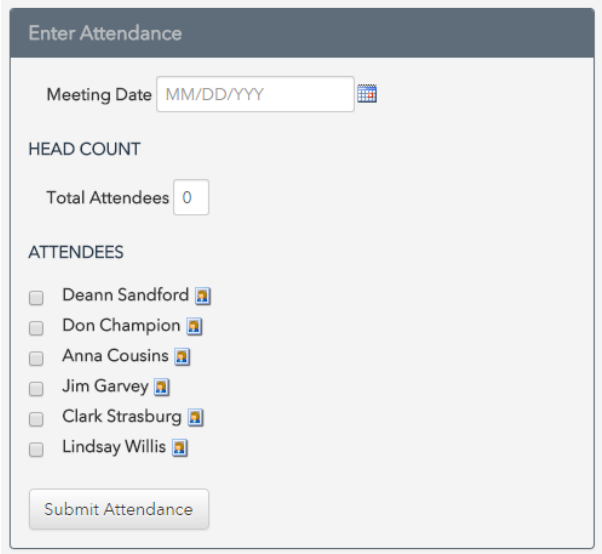
To take attendance, use the following steps:

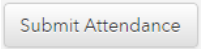
1. **Login** to the Lifegroup Leader Toolbox and click on the **appropriate Lifegroup name**.
2. Click on the

button. A screen similar to the following will be displayed:

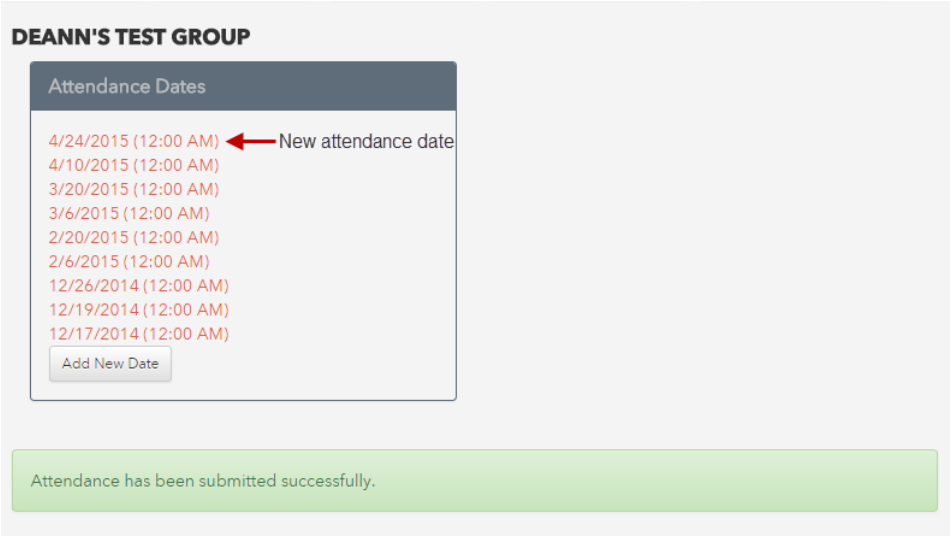


3. Click on the **Add New Date button**. A screen similar to the following will be displayed:



4. Enter your **meeting date**. For your convenience, a calendar is provided by clicking on the button.
5. Enter the **total attendees** (including guests) in the Total Attendees box.
6. Click on the check box next to the name of each member who attended and click on the 

button.
7. Your newly added attendance date will be displayed and a screen similar to the following will be displayed when your attendance has been submitted:



Viewing Attendance History

Attendance history is available to see the overall health of your lifegroup.
To view attendance history, use the following steps:

1. **Login** to the Lifeteams Toolbox and click on the **appropriate group name**.
2. Click on the View Attendance button. A screen similar to the following will be displayed:

Back To List
Email Group
Text Group
Take Attendance
View Attendance
Older
Latest
Name
3/6/15 12:00 AM
3/20/15 12:00 AM
4/10/15 12:00 AM
4/24/15 12:00 AM
5/8/15 12:00 AM
Rate
%
Deann's Test Group
5 / 6
6 / 6
5 / 6
6 / 6
6 / 6
28 / 30
93.3%
Hide Details
Champion, Don P P P P 4 / 5 80.0%
Cousins, Anna P P P P P 5 / 5 100.0%
Garvey, Jim P P P P P 5 / 5 100.0%
Sandford, Deann P P P P P 5 / 5 100.0%
Strasburg, Clark P P P P P 5 / 5 100.0%
Willis, Lindsay P P P P 4 / 5 80.0%

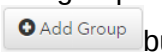
If you do not see the names of your group members, click on the Show Details button. If you need to edit the attendance for a particular meeting, you can click on the date of the meeting and edit the attendance.

Creating a New Lifegroup

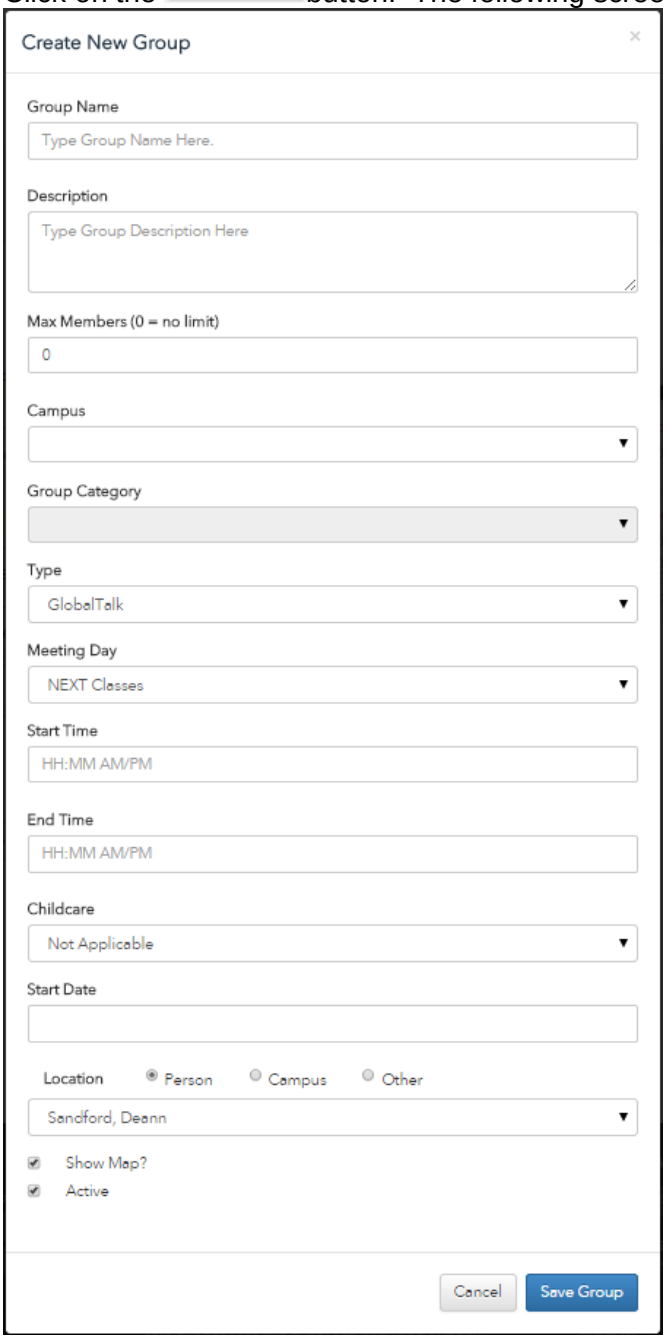
When you are starting a new lifegroup, you will need to create an online profile for the group. We ask that you create an online profile for each group you lead. This profile:

- Allows leaders and members to connect beyond their normal circle of friends or networks.
- Connects group members to a church. Even people who do not attend River Valley are welcome to be part of our Lifegroups.
- It is an easy communication tool for you to use to communicate with group members.
- Helps us measure the impact Lifegroups are making in our church and community.

To create a new lifegroup, use the following steps:

1. **Login** to the Lifegroup Leader toolbox.
2. Click on the 

button. The following screen will be displayed:



Important: If you click outside of this "Create New Group" area, prior to saving your group, all of your work will be lost and you will have to start over.

3. Enter the Group Name in the **Group Name** area. At River Valley Church, we have two primary Lifegroup environments:
    a. *Core Groups* – a group that meets up to 12 weeks around a specific predetermined topic. This group is focused on building a core value in your life. Our core groups are Alpha, Financial Peace, God I Never Knew, and Freedom Groups. These groups are either held at the campus level or require special training to be a leader of.
    b. *Community Groups* – a group of individuals who meet regularly to pursue spiritual growth, healthy relationships and community service.

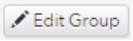
    For Core groups, use the appropriate Core group name. For Community Groups, use a name that best describes the purpose and topic of your group.
4. Enter a detailed description of your group In the **Description** area. This will help those looking for a Lifegroup to join to see exactly what your group is all about. For Core groups, you will be provided with the description to use so we have consistency across the church.
5. Enter the maximum number of people who can join your group in the **Max Members** area (0=no limit).
6. Choose a campus from the **Campus** drop down list.
7. Choose a category from the **Category** drop down list. This is *not* displayed on the Lifegroup Locator, but used internally to categorize lifegroups.
8. Choose a type from the **Type** drop down list. This is displayed on the Lifegroup Locator, so choose the type that best fits your lifegroup.
9. Choose a meeting day from the **Meeting Day** drop down list.
10. Enter a start time in the **Start Time** area. Please note that we do not allow groups to meet during our weekend services.
11. Enter an end time in the **End Time** area.
12. Choose a **childcare option** from the Childcare drop down list.
13. Enter a start date in the **Start Date** area. Whatever you enter will be displayed on the Lifegroup Locator.
14. Choose the **location** that your group will meet from the following options:
    a. Person – this option will place the meeting location as your home address. If you are meeting at another person's home, but you are the leader of the group, that person will have to join your group, and then you can edit the group information and select that person for this option.
    b. Campus –This is reserved for groups such as Alpha or NEXT which usually meet at the campus. Other groups meet at homes or other places in the community.
    c. Other – If you are meeting at another public location in the community (for example, a coffee shop), this allows you to enter a business name and address into the boxes that will appear when choosing this option. This will also allow the location to be displayed on the map on the Lifegroup Locator so your group can easily be found.
15. If you would like a map to be displayed on the Lifegroup Locator, keep the **Show Map?** check box checked.

16. Keep the **Active** check box checked.
17. Click on the

button to save your Lifegroup. It will be shown in your toolbox in yellow (meaning it is awaiting approval). You will be notified about the status of your lifegroup within 72 hours.

Editing Group Information

If any information regarding your group changes, you should edit it so what is displayed on the Lifegroup Locator is accurate. To edit your group use the following steps:

1. **Login** to the Lifeteams Toolbox and click on the **appropriate group name**.
2. Click on the 

button. The group information will open.
3. **Make the necessary changes** and click on the **Save Group** button.